

# THE HANDBOOK

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PUBLISHED BY THE STUDENT GOVERNMENT  
ASSOCIATION OF THE WINNIPEG GENERAL  
HOSPITAL SCHOOL OF NURSING.

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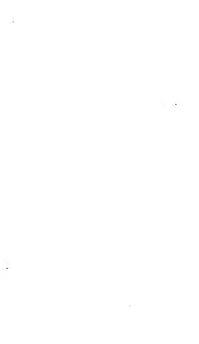
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CONSTITUTION  
of the  
STUDENT GOVERNMENT ASSOCIATION  
of the  
WINNIPEG GENERAL HOSPITAL  
SCHOOL OF NURSING

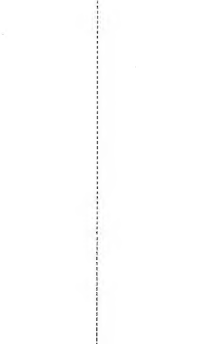


This Handbook is the property of Theresa Shadell Reed  
and is issued to provide the owner with the policies of the School of Nursing, so that  
she may become familiar with the regulations contained therein. It is important that  
you make a careful study of this book.

I hereby acknowledge receipt of the Nurses' Handbook. I will read and study the policies  
of the school, and will retain this book in my possession while in the school.

Date Aug. 2, 1949

Theresa Shadell Reed  
Signature of Student



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"Go forth into a busy world and love it,  
interest yourself in its life, mingle  
kindly with its joys and sorrows,  
try what you can do for others, rather  
than what you can make them do  
for you, and you will know  
what it is to have friends."

— Emerson



## FOREWORD

This little book has been revised by a special committee of the Student Council of 1947-48 of the Winnipeg General Hospital School of Nursing, for the purpose of helping the students to understand the school policies. If you study it, your adjustment in the school will be comparatively simple and pleasant. In order that your own life may be happy as well as those about you we ask you to observe carefully the regulations contained herein, which have been compiled to give each person the maximum amount of freedom possible and to maintain a sound health policy and an atmosphere necessary to study and education.

Read it repeatedly and keep it where you can refer to it frequently. You will find it a friendly guide that will save you many an embarrassment, and a friend at need.

We are all here, both staff and students, as co-workers, to help one another to greater knowledge through understanding and fellowship to attain professional success and happiness through service to the sick. May you, as a student, find lasting friendship and a true purpose in life while you are here.

BERTHA L. PULLEN



**CONSTITUTION**

of the

**STUDENT GOVERNMENT ASSOCIATION**

of the

**WINNIPEG GENERAL HOSPITAL  
SCHOOL OF NURSING****Article I****NAME**

The name of this association shall be "The Student Government Association of the Winnipeg General Hospital School of Nursing."

**Article II****PURPOSE**

The purpose of this association shall be

- 1 To increase the feeling of co-operative unity among the students and faculty
- 2 To promote individual responsibility in the maintenance of the professional and social norms of the school.
- 3 To encourage and support all progressive enterprises in the social, cultural and professional life of the students.

**Article III****MEMBERSHIP****Section 1.**

All students in the School shall be considered active members of the Student Government Association upon being accepted into the School of Nursing.

### Section 1

All preliminary students in the School shall be considered junior members of the Student Government Association without voting privileges.

### Section 2

All affiliates in the School shall be considered associate members with voting privileges after one year's affiliation.

## Article IV

### STUDENT GOVERNMENT COUNCIL

#### Section 1 (a) Voting Members

The voting members shall consist of a president, first, second and third vice-presidents, secretary treasurer, social convener library convener, the president of each year president of the Nurses Christian Fellowship president of the Glee Club, and the conveners of all standing committees.

#### (b) Non-voting Members

The non-voting members shall consist of the honorary president, and the Faculty representatives of each year.

The honorary president shall be the Superintendent of the School of Nursing of the Winthrop General Hospital.

#### Section 2. Executive Committee.

The executive committee shall consist of the first six voting members.

#### Section 3. Qualifications of Members.

All nominees for office must have a clear record of conduct, ward efficiency and class work.

The nominee for president shall have been a previous member of the Student Government Council.

#### Section 4. Nomination and Electing of Officers

(a) Classes shall make nominations for the following officers at the last class meeting of the spring term

**Senior Class** (the class which will be Senior in the fall)

President from Section B.  
First Vice President from Section B.  
Third Vice President from Section A.  
Social Convener from Section B.  
Library Convener from Section B.

**Intermediate Class** (the class which will be Intermediate in the fall)

First Vice-President from Section A.  
Second Vice President, from either Section  
Secretary from either Section  
Social Convener from Section A.  
Library Convener from Section A.

**Junior Class** (the class which will be Junior in the fall)

Treasurer

The proposed list of nominees shall be submitted to the Superintendent of Nurses for final approval.

(b) Election of officers for the coming academic year shall be held during May, election by ballot. Effective student government requires the full support of the students. Each student is responsible for casting a vote.

(c) If a vacancy occurs during the year nominations and elections shall take place in the same manner.

#### Section 5. Removal from Office

A Council member may be removed from office for misconduct, inefficiency or refusal to perform the duties of her office, by a three-quarter's vote of the students of the school.

## Article V

## DUTIES OF COUNCIL MEMBERS

## Section 1 The President shall

- (a) Preside at all meetings.
- (b) Be ex-officio member of all committees without casting vote.
- (c) Give the deciding vote in case of tie.
- (d) Counter-sign all cheques.
- (e) Present the report of the year's work at the last mass meeting of the year.
- (f) Represent the student body at all official functions.

## Section 2 The First Vice-President shall

- (a) Perform the duties of the president in her absence.
- (b) Appoint and oversee the provisors of the Nurses' Home.
- (c) Act as chairman of the Resident Committee.

## Section 3 The Second Vice-President shall

- (a) Preside at council meetings in the absence of the president and first vice-president.
- (b) Be in charge of the into-leave cards, along with the three class vice-presidents.

## Section 4 The Third Vice-President shall

Represent the Senior Class, Section A

## Section 5 The Secretary shall

- (a) Keep the minutes of all meetings.
- (b) Register new members.
- (c) Keep an accurate roll call and shall call the roll at all general student meetings.



(d) Carry on all correspondence as directed by the president

(e) Post all notices.

#### Section 6. The Treasurer shall

(a) Act for the secretary in her absence.

(b) Have charge of all finances and countersign all cheques.

#### Section 7. The Social Convener shall

(a) Have charge of all social functions of the association.

(b) Call upon the social conveners of the classes to aid her in the carrying out of her duties if necessary

#### Section 8. The Library Convener shall

(a) Co-operate with the convener of the Library Committee and Librarians in being responsible for all books and shall offer suggestions for the addition of books to the library

(b) Have charge of the library finances apart from the Student Council fund and issue cheques counter-signed by the president.

(c) Act as School Historian and keep a scrap book in which she shall arrange in permanent form records of all events pertaining to the traditions of the school and record such current events as might be of use at some later time.

#### Section 9. The Executive Committee shall

(a) Carry on the technical business in the conduct of the Student Government Council.

(b) Upon request by the Student Government Council have the power to act and waive any special cases referred by the Resident Committee.

## Article VI

REPRESENTATIVES TO STUDENT  
GOVERNMENT COUNCIL

## Section 1. Glee Club

The president elected by the Glee Club shall attend all Student Government Council meetings.

## Section 2. Nurses Christian Fellowship

The president of the Nurses Christian Fellowship shall attend all Student Government Council meetings.

## Section 3. President of each year

The president of each year shall attend all Student Government Council meetings. She shall report to her respective class current business discussed at the Council meetings and shall report to the Council resolutions from her class.

## Article VII

## STANDING COMMITTEES

## Section 1. Music Committee

Two members from each class shall be elected at the October class meetings. As soon as possible after their election the committee shall meet and choose a convener who shall represent the committee at Student Government Council meetings. This committee shall be responsible for arranging monthly record exchanges and arranging for singings at the mass meetings of students.

## Section 2. Moving Picture Committee

This committee shall be composed of those students who have learned to operate the moving picture machine. As soon as possible after the October class meetings, the committee shall meet and choose a convener who shall represent the committee at Student Government Council meetings. This committee shall be responsible for arranging and caring for films and operating the machine at programs.

### Section 3 Big Sisters Committee

This committee shall be composed of four students, two students to be the class presidents of the senior and intermediate years, one other student to be chosen from each senior and intermediate class at the October class meetings. One faculty representative shall be elected from the Council. The committee shall be chosen at the first meeting of the semester. Such a committee shall function in organizing the Big Sister program for January and the following September.

This committee shall review the qualifications for Big Sisters the program and shall appoint a senior as Big Sister to each Little Sister of the upcoming preliminary class. The faculty representative shall assign the Big Sisters with the responsibilities of their positions.

### Section 4 Residence Committee

This committee shall consist of the first vice president of the council as chairman, three other members of the council, one from each year appointed by the president and one faculty representative.

The committee shall deal with cases of infractions of rules concerning residence discipline and uniform standards. The committee shall report to the council the details of and give suggestions for dealing with such cases.

The committee takes the responsibility for insuring errors in the signing of the late-leave cards.

### Section 5 Sports Committee

Two members from each class shall be elected at the October class meetings. As soon as possible after their election the committee shall meet and choose a chairman who shall represent the committee at council meetings. The committee shall be responsible for maintaining the sports program for students.

## Section 6. Prayers Committee

This committee shall consist of two students elected by the Nurses Christian Fellowship. Two students from each year, one faculty member selected by the students and approved by the superintendent of nurses. The committee shall plan the conduct and content of Morning Prayers.

## Article V II

# ELECTION AND ORGANIZATION OF CLASSES

## Section 1 Class Officers

### (a) Qualifications

All nominees for office must have a clear record of conduct, ward efficiency and class work.

### (b) Election

Class Officers shall be elected in October of each year

### (c) Removal

A class officer may be removed from office for misconduct, inefficiency or refusal to perform the duties of her office, by a three-quarters vote of her class.

## Section 2 Faculty Advisors

(a) The A Section of the junior class as soon as they are capped will elect an advisor, one faculty member. This faculty representative will be reconsidered in joint session with Section B when they are capped and she will act in the capacity of advisor to the class until they graduate.

(b) Faculty advisors shall attend all council class and mass meetings of the students

## Article IX

## DUTIES OF CLASS OFFICERS

## Section 1 The President shall

- (a) Preside at all class meetings
- (b) Call special meetings when necessary
- (c) Countersign all cheques from class funds.
- (d) Attend Student Government Council meetings.
- (e) Perform such other duties as pertain to the office of president.

## Section 2 The Vice-President shall

- (a) Perform the duties of the president in her absence.
- (b) Assist the 2nd Vice-President of the Student Government Council in checking late-leave cards

## Section 3 The Secretary-Treasurer shall

- (a) Keep the minutes of class meetings.
- (b) Keep a record of attendance at class meetings.
- (c) Have charge of all finances and sign all cheques from class funds.
- (d) Notify students of the affiliating schools of class and mass meetings three days before the meetings.

## Section 4 The Social Convenor shall

- (a) Have charge of all social functions of the class.
- (b) Assist the social convenor of the Student Government Council if necessary

## Section 5 The Library Representative shall

- (a) Attend meetings of the Library Committee.
- (b) Bring suggestions from the class as to selection of new fiction books for library

## Section 6 The Music Representative shall

- (a) Attend meetings of the Music Committee.

(b) Assist in the arranging and advertising of record programs and any other activities of the committee.

**Section 7 The Moving Picture Representative shall**

(a) Attend meetings of the Moving Picture committee.

(b) Assist in operating the moving picture machine and arranging programs as decided by the committee.

**Section 8 The Sports Representative shall**

(a) Attend meetings of the Sports Committee.

(b) Assist in maintaining and advertising a sports program.

## Article X

### MEETINGS

**Section 1 Student Government Council**

(a) A meeting of the Student Government Council shall be held the last Monday or Tuesday of each month at 7:30 p.m., this date subject to change by the council. Representatives unable to attend must provide a substitute. Members of the Student Council shall be advised one week in advance of the meeting date.

(b) A quorum shall consist of a two-thirds majority of the Student Government Council.

**Section 2 Class**

(a) Class meetings shall be held once a month. Senior, Intermediate, Junior, the first Monday of each month at 7:30 p.m.  
Subject to Change by the executive.

(b) Attendance at class meetings shall be compulsory. Those on evening duty or enjoying a day off will be excused.

(c) A student will forfeit one 11:30 p.m. late leave the following week if absent from class meeting without a valid excuse.

### Section 3. Mass Meetings

(a) Mass meetings of the Student Government Association shall be held approximately every three months at the discretion of the Student Government Council.

(b) Attendance at mass meetings shall be compulsory. This shall include members of the preliminary class. The two year affiliates shall also attend. Those on evening duty or enjoying a day off will be excused.

(c) A student will forfeit one 11:30 p.m. late leave the following week if absent from mass meeting without a valid excuse.

## Article XI

### FEEB

#### Section 1 Student Government Association

\$2.00 fee shall be paid to the Student Government Council at the time each student is capped. This will cover the dues for the three years.

#### Section 2 Class Fees

\$1.00 fee shall be paid each year to the class treasurer at the time designated by the class executive.

## Article XII

### AMENDMENTS

Amendments to Constitution may be made by the vote of a two-thirds majority of the entire student body a notice of amendment having been posted a week prior to meeting.

## EDUCATIONAL POLICIES

The pass mark shall be 50% for regular examinations and 40% for supplemental examinations. If a student fails in a supplemental examination she will be re-examined in the same subject before starting the following year. If a student has failed three examinations in a grade of 40% or the will continue study in the same school.

Students will receive the results of an examination within a week of the passing of the time of writing. Students having failed will be responsible for their own attendance at the next sitting of the examination in his subject. Supplemental examinations may not be offered under separate days from the date the student has been informed in the school and not later than six weeks after the return of the paper.

### Examinations

Examinations of promotion are to be withheld until all supplemental exams are complete and until the standard of work is superior to satisfactory during the previous period. The student will be informed of the length of the trial period in which she may qualify for promotion.

### Academic Work

To maintain an acceptable standard of work a student may fail one subject in any one of the following periods: Preliminary, Junior, Intermediate or Senior with the exception of Nursing Arts. Students failing to obtain a passing grade in either theory or practice in Nursing Arts will be disqualified.

Cumulatively a student may have no more than four supplementals during her three years in the School of Nursing. Students not maintaining this standard will be asked to resign from the School.

### Class Attendance

Students failing to attend class for any reason other than reported illness will contact the attending nursing instructor within twenty-four hours. The



accepted, credits for absence will not be for the first or last, a suitable assignment and for reported absence an explanation to the Superintendent of Nurses. It is the student's individual responsibility to arrange with the Nursing Home office for withdrawal from nursing classes when on vacation or for all other reasons when on night duty.

Students will be expected to plan their work on the material assigned with the head nurse or her representative. There should be no time waste for minutes before the hour that the class is scheduled to meet. If an emergency arises in which the patient or the patient's family will be on the ward and the student is unable to attend the office of the Superintendent of Nurses.

1. The permission to permit himself for final examination is an exercise of the school's right by its representative. Withdrawal practical is 2. By assignment a student is required to attend all classes also attend periodic practice periods, demonstrations and field trips in each course with the following exceptions:

(a) Reported illness is infirmity.

(b) Special permission granted by the Superintendent of Nurses.

Note: Students should request such permission only when circumstances of final extraordinary nature arise.

These exemptions singly or collectively must not be in excess of:

1 hour from a course of less than 15 hours

3 hours from a course of 15 to 24 hours

4 hours from a course of 25 to 34 hours

6 hours from a course of 35 or more hours

Note: 2 hours of laboratory practical demonstration or supervised ward practice is equivalent to 1 hour of lecture.

2. Absence from class in excess of the requirements 1 forth in Figure 1 should be considered by the Executive as being a truancy which may:

(a) Call for special consideration of the student's records of theoretical and practical ability, and if

same are of sufficient merit the committee may permit the student to complete the course providing she undertakes the special studies relative to the course which may be assigned to her in lieu of classes missed.

(b) Further the student from the completion of the course or examination is back. If exclusion from the course is determined through interference with the progress of the student's clinical experience she may be asked to withdraw from the school until the course or courses she "has no supplies" are presented again.

Note: A student is not assigned a special and designated for action until she has completed the course of studies pertaining to that specialty, i.e. pediatrics, obstetrics.

1. A group meeting is required of every student to which classes I and II must always attend. It is held in the classroom on a regular basis for study and discussion. It is such a place that shall be established a precedent is guiding the progress of the formation of the unit. It is action that be maintained.

2. The nurse manager is responsible for each course given in the school that notify the Educational Director who will inform the committee of the committee on class attendance as soon as any student for any reason has been absent from the said course in excess of number of hours permitted in class.

### Requirements in Clinical Proficiency

1a. maintain satisfactory standing a student will be expected to sustain an average (70%) in reports of clinical experience.

1b. A student obtaining a failing grade (below 60%) will be advised of her failure. Her report will be discussed with her and her family notified.

(b) Two consecutive failing reports will constitute reason for a review of all of the student's clinical reports health and personal problems which might have a bearing on her failures. If no adequate basis is found for her unsatisfactory nursing practices the

family and student will be advised that a third consecutive failure will be cause for the school's recommendation for her withdrawal from the school.

4) If a student has a failing report from each of three distinctly separate Clinical services i.e. Surgery, Medicine, Obstetrics, Pediatrics, etc., at any time during the three years without justifiable cause on investigation, she will be recommended for withdrawal.

## INSTRUCTIONS RE WEARING OF UNIFORM

### Preliminary Students

1 Preliminary students wear the basic dress and collar. Sleeves are worn rolled down except when they need to ward duties.

2 When assigned to ward duty, students wear the dress bib apron foundation belt and collar. The belt pin is worn to hold the collar and bib in place. The sleeves are rolled as demonstrated.

3 Preliminary students wear uniforms to all work.

4 Sweaters may be worn if necessary to classes in the classroom and the Medical College but are not worn in the laboratory or the demonstration room.

### Capped Students

1 When on ward duty complete uniform is worn and the sleeves are rolled up.

2 Third year students wear long sleeves and rolled stiff cuffs fastened with a pearl button.

3 For the last six months in the school students wear bib tails over the apron band by fastening them with the school bargin.

4 The cap is placed in the regular manner as demonstrated.

5 Emblems of promotion which relate to the wearing of uniform are

(a) The cap and cuffs may be worn following successful completion of the preliminary course of study in the school.

(b) The chevron and school pin may be worn following the successful completion of the first year in the school during which the student has demonstrated acceptable scholastic ability, nursing practice and personal adjustment to School life.

(c) The sleeves are rolled down and the rolled stiff cuffs worn upon successful completion of the second year in the school during which the student has demonstrated acceptable scholastic ability, nursing practice and personal adjustment to school life.

(d) The bib table are worn out over the apron band upon commencement of the student's last 6 months in the school.

### Uniform and Civilian Dress

1. The nurse's uniform is worn completely and immaculately at all times.

2. Uniforms are to be kept in good repair. For their heading attention a regulation is made out at the Office of the Superintendent of Nurses, and when signed is taken with the uniforms to the Sewing Room of the Hospital.

3. The nurse will not leave the residence or hospital in partial or disguised uniform.

4. The nurse will make hospital visits in civilian clothes.

### All Students

1. Shoes are polished and in good repair.

2. Hosiery is in good repair.

3. School pins and watches are the only jewelry worn in uniform.

4. Nails are trimmed to conform to the finger tips and are well groomed at all times. Natural polishes may be worn.

5. The hair is arranged securely away from the face and off the collar. Hairnets are worn if necessary.

6. Cosmetics are worn in moderation.

## REGULATIONS GOVERNING STUDENT RESIGNATION FROM THE SCHOOL

### Resignation

1 When a student wishes to resign from the School of Nursing, she should first see the Superintendent of Nurses and present a formal letter of resignation

### Refunds.

2 She should go to the Educational Director and obtain a refund voucher for the books and other materials on which she is entitled to reimbursement

3 If she wishes to procure a refund on uniforms, the complete set (viz + dresses, 14 aprons and 12 bibs) must be presented to the Health Instructor for inspection and issuance of refund voucher

4 The aforementioned refund slips should be presented to the O.S.N. from which she will receive a refund for unused caution money on deposit. All refund vouchers are then presented to the Cashier for payment.

### Academic Credentials

5 When at the O.S.N. the student should procure her transcripts of high school grades and letter of University registration from the secretary

### Conditions re Issuance of Refunds:

6. (a) Registration Fee—no refund

(b) Books (used) - no refund.

Books (new) which have been paid for in advance but not received by the student at the time she resigns, a refund of the original cost is made

(c) School Bag If in good condition 80% of the original cost will be refunded.

(d) Canteen Money The amount of canteen money remaining on deposit to the student's credit at time of resignation will be refunded to her.

(e) Locker Key The student's deposit for a locker key will be refunded when the key is presented at the Nurses Home Office.

(f) Uniforms 1. Refunds on used uniforms in good condition will be made as follows:

100% of cost of material if used less than 1 month

75% of cost of material if used less than 5 months

50% of cost of material if used 10 months

No refunds on uniforms will be made to students resigning from the School after the 10th month.

2. Refund will be made only if complete set of dresses (4) tops (12) and aprons (12) are presented.

3. A refund of 1.00 each will be given for used collars in good condition.

4. A refund of 1.00 each will be given for used caps in good condition.

5. The term "in good condition" means without stains or evidence of wear and tear, holes, ragged edges or seams, etc.

6. These estimates of refunds are based on the prevailing costs of materials when the student enters the School.

7. Students who resign after 12 months in the School are required to return to the O.S.N. the check from each uniform in her possession.

Note: Students on leave-of-absence from the School for any reason are individually responsible for the storage and care of their uniforms. The School can not assume any responsibility for same.

## Vacation

1 There will be nine weeks of holiday distributed throughout the three years of training.

2 Nurses returning from vacation do not have to report to the Nurses Home until 12.30 midnight the first day of their vacation.

3 Students posted for holidays automatically commence holidays on completion of their last period of duty.

4 If a student should have her day off preceding the day on which her holidays commence, she is free to leave the residence. In every case she should sign the holiday book in the O.S.N. and the Nurses Home Office. A special day's leave is not necessary. However this does not imply that the student will always have the privilege of her day off immediately preceding the day on which her holidays commence.

## Illness and Infirmary

1 The individual student is expected to co-operate to the fullest to maintain a program of positive health in order to safeguard her health, her fellow students and the patients she is attending. It is expected that she will report any illness immediately to the infirmary.

2 The student nurse is requested to seek all medical advice from the house staff or private physician through the nurse in the infirmary.

3 Students are not permitted to seek medical advice or medication from Doctors or Interns in the hospital other than through the routine channel of the infirmary.

4 Students are admitted to the infirmary and if deemed necessary, admitted to the hospital for treatment.

5 Students may have their own choice of staff doctors.

#### 6. Reporting off duty

(a) If a student becomes ill on duty, she must report off duty to the supervisor on the ward

(b) Evening nurses must report off duty to the infirmary before 9.00 a.m. so that arrangements can be made for replacement.

(c) Night nurses must report to the infirmary before 12 noon when ill.

7 Outside visitors are permitted with permission from the Nurses' Home Office.

8 Students wishing to visit in the infirmary shall obtain permission from the Office of the Superintendent of Nurses.

9 Students convalescing in the residence shall report to the infirmary at 8.30 a.m. and report in the evening at 3.45 p.m.

10. All appointments to the Doctor or Dentist are made by the infirmary nurse.

#### Sick Time Credit

Time lost on account of illness, up to one week each year, does not have to be made up. This time credit is not cumulative.

Time lost due to students' indiscretion, out of line of duty will have to be made up.

#### Prayers

1 Attendance at prayers is compulsory for all day students.

2 Students must be fully dressed and in the reception room by 6.30 a.m.

3 Those students late for prayers will forfeit an 11.30 p.m. late leave and will sign the 'Late for Prayers' book according to the Nurses' Home time.

4 Students late for prayers twice in one week will forfeit all late leaves the following week.

5. When students are living at the Y.W.C.A. they are not required to attend prayers.



## RESIDENCE RULES

### Pop Board

At the front entrance of the Nurses Residence there is a pop board on which each student has a peg. The board has been arranged alphabetically so that the student whose name is different is on top of her name on the board. When the student in the top Nurse's Residence is the top student on the board opposite her name. When the student goes out for the day or at a other than on top she should put the peg out and replace same when she returns. This is the only way to know who is to look for a sign or card friends and on telephone messages etc. at home. If you wish to receive your messages we must have your daily cooperation.

Now you have to go upstairs to be made a nurse again as there are pages to and I trust you will see when they come out for the home. I am posted to the 1st N. The Nurse Home Office with a girl the best of these people but must have your 100% cooperation.

If a student is found pegged up when she is not in the Home, the fact is to be reported to the Residence Committee.

### Bulletin Boards

1 Bulletin boards are for all notices from the office of the Superintendent of Nurses. It is the responsibility of each student to read all notices.

2 Special boards have been supplied for notices for Student Association and for special activities and notices of events of general interest. The Student Government Council will be responsible for the student bulletin board.

### Messages and Phone Calls

1 Messages may be placed on the call board for students.

2 Telephone messages will be taken by the Nurses Home Office and posted on the call board.

3. The buzzer system employed in the new part of the home is used as follows:

(a) One signal indicates a telephone call.

(b) Two signals indicates a visitor.

(c) In order to inform the person in the Nurses' Home Office that the buzz has been received, the student is requested to signal back.

Students under no circumstances are to remove persons' notes from the bulletin board that are addressed to other students. This includes room mates and friends.

When it is necessary for a student to make an emergency telephone call after 10 p.m., she should see the nurse on duty in the Home and will be given permission to use the infirmary telephone. Other wise there will be no calls to the outside after 10 p.m.

## Guests

1. Students should request their guests to enquire for them at the Nurses' Home Office. Guests should never go to a student's room without first announcing themselves at the office.

2. Guests may be entertained in the Reception Room or lady guests may go to the student's rooms when accompanied. Room guests may remain until 10.00 p.m. and Reception Room guests until 11.30 p.m.

## Meals

1. Meals will be served in the dining room at the following hours:

Breakfast from 6.30 a.m. to 8.00 a.m.

Morning coffee is served in Coffee Room from 8.00 a.m. to 10.30 a.m.

Dinner from 12.00 noon to 1.30 p.m.

Supper from 5.30 p.m. to 6.30 p.m.

Dinner for night nurses from 10.30 p.m. to 10.45 p.m.

Lunch for the night nurses is served in the Coffee Room from 2.15 a.m. to 3.40 a.m.

2 Students wishing to have guests to a meal, will seek permission at the Office of the Superintendent of Nurses which will inform the residence.

3 Students will not wear slacks or shorts in the dining room.

4 Students are requested to refrain from going into the front entrance of the Nurses Home in a house coat.

5 Preliminary students will go to meals as assigned.

6 No food, utensils or supplies may be taken from the dining rooms or wards without special permission.

### Lights, Fixtures and Furniture

One extension may be used attached to the lights.

2 The use of small electrical appliances, e.g. percolators, iron toasters, etc. is forbidden.

3 Rooms may not be defaced by the removal of furniture when the student leaves.

4 Pictures may be hung on walls provided approved hooks are used. These hooks are not to be removed from the walls. Other types of hangers damage the walls and are not permitted. Nothing is to be pasted on the walls. An initial supply of approved picture hooks may be obtained at no cost from the Nurses' Home Office.

5 Furniture is not to be removed from one room to another without the permission of the House-keeper.

### Bicycle Garage

A bicycle garage is located on the veranda of the Nurses Home. The veranda has a self locking door and keys will be issued.

Each person who has a bicycle on the veranda will have a specific place for it and the number on the key will correspond to the number of the site where her bicycle is to be placed.

There will be a charge of 50c for the key and, when the student is through and has turned in her key, she will have the 50c refunded. Students are not to pass their keys on to other students.

### Hair Dryers

The hair dryer is for the use of all students and is situated on the fourth floor. It may be used from 7:00 a.m. until 10:30 p.m.

### Kitchenettes

The Kitchenette on the main floor of the Residence is for the use of the students living in the old part of the home. Kitchenettes on the second, third and fourth floors are for the use of the students on those floors. Each student is expected to see that the Kitchenette is neat and in order before leaving.

### Laundry

All articles sent to the laundry will be marked clearly with name tapes and in a labelled bag. Bags will be placed in the space allotted for this purpose at the foot of the stairs in the old part of the home by 8:00 a.m. Monday. Clean laundry will be collected on Friday, Saturday and Sunday at the hours specified on the Laundry Room door.

Personal laundry may be washed in the basins in the bathrooms before 10:30 p.m. Larger tubs are available in the Laundry Room.

Irons may be obtained from the Nurses' Home Office and are to be used only in the Laundry Room in the basement. They are to be returned to the Nurses' Home Office immediately after use.

### Ping Pong

Students may obtain equipment from Nurses' Home Office. A room is available in the laundry building.

## Mus. c.

### Reception Room and Students' Room

1 The radio and piano in the Reception Room may be used between 4 p.m. and 10 p.m.

2 Records in the reception room and students' room should be played softly

### Recreation Room

This room is provided so that students may have an informal place where they can go in house coat or pyjamas to knit, sew, or read, etc., if their room mate is on night duty

Students are asked to refrain from smoking in this room

This room is open until 10 p.m. in winter and 10.30 p.m. in summer

The proctor on the floor is responsible for its being left clean and in order

### Sewing Room

A sewing machine is available for use by all students. The sewing room is on the first floor next to the smoking room.

### Smoking Room

1 The smoking room may be used by all students.

2 Proctors to keep the smoking room tidy are appointed every two weeks. However it is the responsibility of each student to keep it as clean as possible.

3. The smoking room is open until 10.30 p.m. After that time it is not open to any student except evening nurses who are on their half hour before retiring and that only with the permission of the Night Supervisor in the home

4. Students are not allowed to smoke in uniform.

5 Students other than evening nurses as above, found in the smoking room after 10.00 p.m. will be posted for the same forfeit that would be issued if they were late on a 10.00 p.m.

### Swimming Pool

- 1 The swimming pool may be used by all students.
- 2 Wednesday and Saturday from 1:00 p.m. to 5:00 p.m. is the time set aside for the male students to use the swimming pool.
- 3 Students visitors may enjoy the privilege of using the pool when accompanied by a student.

### Tennis Court and Volley Ball Court

- 1 All students may use the tennis courts and volley ball court every day except Sunday, provided they wear rubber soled shoes with no heels.
- 2 Visitors may be invited.

### Library Rules

- 1 Hours: Winter and Summer Seasons  
Week days - 8 a.m. to 5 p.m. Saturdays - 8 a.m. to 4 p.m. Holidays - 8 a.m. to 4 p.m.  
July and August - Week days - 10 a.m. to 5 p.m. closed 1:30 p.m. for lunch. Saturdays and Holidays - 8 a.m. to 4 p.m.
- 2 The library is a place for quiet study. Conversation is not permissible. Nurses shall so conduct themselves that the least possible disturbance is created. Nurses are individually responsible for adherence to all Rules pertaining to the library. It is the responsibility of the Librarians to enforce and apply the Rules of the Library as herein set forth.
- 3 The following are removable from the Library:
  - (a) Reference texts - of which multiple copies are possessed.
  - (b) Fiction, travel, biography and cultural books.
- 4 The following are not removable from the Library:
  - (a) Reference texts - of which one copy only is possessed.
  - (b) Magazines & Fictional (b) professional

10. Reference books may not be removed within the two weeks loan time except upon a valid subject.

11. Time limits on loan are as follows:

a) Text books - 14 days (14 hours only) (not renewable two weeks prior to examination)

b) Textbook materials not renewable as long as there is a waiting list for the book.

c) Non-fiction, travel, biography, & literature - two weeks (not renewable as long as there is a waiting list for the book).

4. In the borrowing a book from the library it should be presented to the Librarian who will receive the card and affix the date at which the book should be returned.

5. Personal books may be placed on the Library shelves only. You will be held responsible for books placed elsewhere.

6. Nurses will be held responsible for the complete return of books and/or damaged. After a loan term of two weeks or more months will be allowed in which to return and/or return to books. After a full term of 14 hours two weeks will be allowed in which to return lost reference books. Reference books not returned in two weeks will have a fine of 10p cents per day levied until they are returned or replaced.

7. A student turns away from the Training School for affiliate courses may borrow reference texts, of which there is more than one copy in the Library, providing that same be returned in two days by the student who borrowed same.

## 10. Fines

Four cents per day levy will be imposed upon nurses holding any reference text fiction or non-fiction books over the specified time for which such books may be borrowed.

11. Request books cannot be held by the Librarian more than 14 hours after the nurse has been notified that the requested book is in the library.

12 The violation of any rule or rules as herein stated will incur a one week suspension of library privileges for each day a book is overdue. The usual fine is also levied.

13 Student nurses will not be allowed the privilege of taking out a fiction book prior to going on holidays if it cannot be returned before she goes.

### **Re Straying Books**

A Fine of five cents, payable to the Librarian will be automatically imposed upon the person whose text or note books are found lying around any place other than on the shelves provided in the class room.

### **Rules re Radios**

1 Students may have radios in their rooms as soon as they have moved to the new residence.

2 Each student wishing to have a radio in her room must first have it tested.

3 In deference to night nurses, radios may be on only between the hours of 4:00 and 10:30 p.m. daily.

4 Radios must be played softly at all times and must be turned off when leaving your room.

5 Since this will be a new privilege, students are on their honor to abide by the rules. To prevent any one student who may choose to disregard said rules from necessitating curtailment of privileges for all students, all members of student council, class executives and housekeeping department are authorized and obliged to speak to any student playing her radio at unauthorized times. A second offense will result in confiscation of the radio for one month and if she continues to disregard these rules her radio will be confiscated permanently. Every misuse of radios would be reported to the Residence Committee and the offenders will be required to appear before the Residence Committee to make an explanation.



## Fire Rules

### Found in Standing Order Book on all wards

1. It is the duty of every nurse to familiarize herself with the location of the fire alarm boxes and their use the location of the different extinguishers and their use the location of the stretchers and poles and their use.

2. When the fire alarm rings the alarm and telephone the operator. Then proceed to use what ever apparatus is available extinguishers pails etc until help comes. Close doors and windows to stop drafts particularly fire doors.

3. Ward nurses will proceed at once to their own flats. Operating room staff and unattached nurses will go to the scene of the fire and act under the instructions of the senior officer present.

4. Great control must be exercised so as not to alarm the patients.

5. Patients able to walk should be dressed and compelled to remain on the bed until an order for evacuation is received.

6. Bed patients should be prepared for stretcher by having blankets wrapped around them to avoid delay if evacuation is necessary. Patients will not be removed from the ward except under the instructions of the Fire Chief or the Senior Medical Officer present.

7. The nurse in charge of 'E' flat will see that warning is given to the wards on 'L' flat and the general kitchen.

8. The Superintendent of Nurses will act with the Superintendent and see that all necessary arrangements are made for the comfort of the patients if removal is necessary.

## Tubular Fire Escapes

Tubular fire escapes which will take a patient sitting or lying, or a patient on a mattress have been installed. These connect with G, F, E, and D

floors of the Jubilee Wing, and with L (maids), K and J. They are equipped with special doors which open outwards when the crossbar is pushed down. It should be possible to load these chairs from all floors at the same time without jamming, provided the unloading platform on the ground level is kept clear.

### Late Leave Privileges

1. Day students are expected to be in the Residence at 10:40 p.m. and in their own rooms with lights out by 10:30 unless enjoying the privilege of a late leave.

2. During specified summer months students may enjoy an extra half hour coming at 10:30 p.m. with lights out at 11:00 p.m.

3. Because of the Sherbrooke bus schedule, a maximum delay of five minutes will be granted on the 10:00 p.m. hour.

4. A student late on a 10:00 or 10:30 p.m. loses one 11:30 p.m. or if she is late for lights out.

5. A student found in another student's room after 10:30 p.m. shall lose one 11:30 privilege the following week.

6. Bath tubs, showers and the pool may not be used after 10:30 p.m.

### Late-Leave Privileges

1. Pre-Clinical students may have

(a) One 11:30 pass per week

(b) Two 12:30 passes during the preliminary period or two overnights or one 12:30 pass and one overnight

(c) There will be two weeks during her first four months in which the pre-clinical student may have both an 11:30 and a 12:30 or overnight.

2. Juniors may have

(a) One 11:30 pass per week

(b) One 12:30 pass or one overnight per month.

(c) There will be one week during the month in which the Junior student may have both an 11:30 and a 12:30 or overnight.

3. Intermediates may have

(a) One 11:30 pass per week

(b) Two 12:30 passes per month or one 12:30 pass and one overnight per month

4. Seniors may have

(a) Two 11:30 passes per week.

(b) Two 12:30 passes per month or two overnights, or one 12:30 pass and one overnight per month.

Never more than two privileges of any type may be taken in any one week without the permission of the Superintendent of Nurses.

## 5. Affiliation

Students are advised that when they are at the King George Hospital or the Children's Hospital, they come under the jurisdiction and regulations of that hospital and not under the regulations in effect at the Winnipeg General Hospital.

Students from other hospitals, enjoying affiliation at the Winnipeg General Hospital abide by the regulations of the Winnipeg General Hospital School of Nursing.

## Forfeits for Disregard of Policies

1. If a student is late on an 11:30 late leave she forfeits an 11:30 the following week.

A student loses all late leaves for the following week if

1. She exceeds her allotted number of late leaves for the week

2. She takes a late leave which she has been posted to forfeit.

NOTE: A student who loses an 11:30 pass may not substitute a 12:30 pass or an ON in its place. She is allowed only one late leave for the week.

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## 2 Overview

The following information was provided by the respondent for the purpose of the study. The respondent is a 35-year-old male, single, and currently residing in the United States. He is a graduate of a high school and has been employed in the construction industry for approximately 10 years. He is currently working as a construction worker for a local contractor. He has a strong interest in the construction industry and has been involved in various projects, including residential and commercial buildings. He has a good understanding of the construction process and the various materials and techniques used. He is a hardworking and dedicated individual who takes pride in his work. He is also a team player and enjoys working with others to complete projects. He is currently looking for a new challenge and is interested in learning more about the construction industry.

It is a common mistake to think that the only way to improve the quality of the work is to increase the number of people working on it. This is not always true. In fact, the quality of the work can be improved by focusing on the quality of the work itself, rather than the quantity. This means that the quality of the work should be the primary concern, and the quantity should be a secondary concern. This is because the quality of the work is what determines the value of the work, and the quantity is only a measure of the effort put into it. Therefore, the quality of the work should be the primary concern, and the quantity should be a secondary concern.

[illegible]

• **Staphylococcus aureus** is a common cause of skin infections, such as abscesses, boils, and impetigo. It is also a leading cause of hospital-acquired infections, including pneumonia, bloodstream infections, and surgical site infections.

11:36 a.m.

<sup>1</sup> *Shakespeare's Great and Little Tragedies* (London: Duckworth, 1963), 100.

(g) In special circumstances if a student wishes the O & N is in session permission must be obtained from the O & N

(h) Students who have planned to take an over night and find that their plans have changed so that they do not wish to take over should see the head nurse on duty in the Nurses Home and have her initial through the overnight card on the late leave card and write across the overnight slip "Not Taken". The slip should then be brought to the O & N the following morning so that the overnight book may be checked properly. Students will not be held responsible for turning in an overnight letter.

If it is so desired students are allowed to take two 12:30 am privileges in succession. This would cancel all other privileges for the week.

Fourteen days previous to their finishing date the spring students may have as many 12:30 am leaves as they desire. The failure to be in the Nurses Home at that time all further 12:30's will be forfeited. If a senior student is on night duty at this time she may take as many 12:30's as desired.

An overnight may be taken by an evening nurse after she comes off duty provided she is properly escorted and has permission from the O & N.

### 12:30 Late Leave

If any student of any year exceeds more 12:30's in a month or is late on her 12:30 she will lose all 12:30 late leaves for the following three months.

### Overnights

Any student who exceeds her overnight privileges during the month will lose all overnights for the next six months. She may continue to enjoy her 12:30 late leaves.

A student who is late on a 12:30 privilege or 12:30 for the following

### **Late Leave in Room**

(a) A student may take an 11:30 in her room for study purposes. If a student has planned a late permit out of the Nurses' Residence and returned before 11:30 or 12:30 p.m., she may enjoy the remainder of the late leave in her room if she wishes, provided she signs her card 11:30 or 12:30, puts a "late leave in room" card on her door, is quiet and does not disturb other people in the corridor. Her light must be out promptly at 12:00 p.m. or 1:00 a.m.

(b) Late leaves in your room are not a recommended form of recreation and it is not advisable to indulge in them frequently.

### **Night Nurses' Privileges**

- 1 Night Nurses must retire by 9:00 a.m.
- 2 They may not leave the residence before 4:00 p.m. unless special permission has been granted by the Night Superintendent.
- 3 Night nurses will report in by 11:00 p.m. for duty at 12:00 p.m.
- 4 Dinner will not be served in the dining room after 11:45 p.m.

### **Junior Night Nurses**

May enjoy one late retire (12:30 p.m.) or one early rise or one 11:30 p.m. pass per week. Only one privilege may be taken.

### **Intermediate Night Nurses**

May enjoy one late retire or one early rise and one 11:30 pass per week. Only two privileges per week may be taken.

### **Sen or Night Nurses**

May enjoy one late retire or one early rise and/or two 11:30's per week.

Only three privileges per week may be taken by any student. Night nurses may not enjoy these privileges in their room.

Night nurses taking their late retire privilege may not receive telephone messages until 3:30 p.m. and may not leave the residence until 6 p.m.

If a night nurse has to forfeit a privilege for a stated time and changes to day or evening duty she must still forfeit all privileges for that time.

If a night nurse takes a late retiring privilege which is equivalent to a 12:30 O.R. an early rise during the early part of the week and is taken off night duty in the middle of the week only a senior and an immediate nurse would have a further 11:30 p.m. privilege for the week and vice-versa.

Fourteen days previous to the finishing date, the senior students on night duty may enjoy as many early rise privileges as they desire. Any student leaving the residence before 2 p.m. shall forfeit all further early rises.

When night nurses take a late retiring privilege, they will be expected to sign their late leave card with red ink the hour they come in and will be expected to be in bed within one half hour. They will also get out and in at the Nurses Home Office.

When night nurses take an early rise privilege they will be expected to sign their late leave card 2 p.m. with red ink. If when leaving the Residence at 2 p.m. she will sign 2 p.m., if she is using this type of leave.

## Forfeits

Night Nurses not in bed by 9 a.m. or coming in late on a 11:30 p.m. or a late retire privilege or found in another student's room after 10:30 shall forfeit one privilege for the following week.

Any student who exceeds the given number of privileges for one week shall forfeit all privileges for the following week.

Any student taking an early rise, who leaves the residence before 2 p.m. without special permission, shall forfeit all privileges for one month.

Any students disregarding forfeits posted, will be dealt with individually

### Evening Nurses

Students on evening duty who exceed the thirty minute time for retiring, will lose all their 1130 late leave privileges for the following week.

An evening nurse wishing to take a shower or bath after she comes off duty must ask permission of the graduate on duty in the Nurses Home, before taking same. This shower or bath must be taken within the allotted thirty minutes retiring time.

### Re Nurses on Call

Nurses on call for the operating room may not leave the residence under any circumstances. Lr to the Medical college for class meetings.

### Re Signing Late Leave Cards

Regardless of the time a student returns to the residence she will sign the time for the type of late leave she intends to take, e.g. when coming in at 1105 p.m. she will sign 1130 p.m. If she is using this type of leave, or 1230 a.m. If she is using a 1230 leave. If however a student is late in returning, she will sign the exact time she entered the residence, e.g. 1234 a.m. After signing for her late leave each student will then procure a late leave card for room. These will be collected by the night staff providing they are left on the door. If failing to leave the card on her door the student forfeits her 1130 privilege the following week.

### Re Special Privileges

Special privileges for day or night nurses should come directly from the Superintendent of Nurses herself.



## Proctors

Proctors' duties must be done at the time they are scheduled to be done and not after returning from a late leave or evening duty that is

1. The kitchenette must be cleaned by 10:30
2. Check fire doors at 7 p.m. and 10 p.m.

3. If the student is out on an overnight or a late leave, or relieving evenings, she must provide a proctor to do her evening duties at 10:30 p.m.

Due to the failure of proctors to appoint substitutes when they are on evening or night duty or when taking an overnight or late leave the class officers of the class to which the proctor belongs, will be held responsible for the proctor duties.

Proctors of each floor of the New Home are responsible for bringing a tray of food from the main kitchen in the Home to their respective kitchenettes each Sunday evening before 7 p.m. if possible.

4. Proctors are expected to clean the kitchenette at 10:30.

5. Proctors are reminded that failure to do their duties will cause them to forfeit a late leave, one 11:30 at each offense.

## Big Sister Association.

The objectives of the Big Sister Association are

1. To strengthen the bond of fellowship between student nurses.
2. To welcome preliminary students to the School of Nursing.
3. To assist preliminary students in making satisfactory social adjustments within the school.

### Glee Club

Glee Club practices are held every Monday at 8:40 p.m. in the Reception Room during the months of September to May. The choir is directed by a professional conductor and one staff member who acts as business manager. An executive committee is elected each September consisting of a President, 1st and 2nd Vice Presidents, Secretary, Treasurer, Social Convener, Librarian and a Captain from each section. All student nurses interested in singing are invited to join in September or January.

Students attending Glee Club will be expected to be in their rooms by 10:30 p.m. If there is some occasional special practice time beyond 10 p.m. the President of the club will see the graduate nurse on duty about it beforehand so a definite time may be set for the students to be in their rooms and in bed.

### Nurses Christian Fellowship

The Nurses Christian Fellowship is affiliated with the Inter-Varsity Christian Fellowship of the University of Manitoba and is one of the many inter-denominational nurses fellowship groups now organized in Canadian and American Schools of Nursing.

Weekly meetings are held in the Nurses Residence for prayer and Bible study. All students are invited to attend the meetings.

### Alumnae

The Winnipeg General Hospital Nurses Alumnae Association is an organization in which all graduates of the school are eligible for membership. The nurse automatically becomes a member on graduation receiving a years gift membership following which time she may continue her membership by paying the annual fee of \$1.00. Accepting as its goal the promotion of the Winnipeg General Hospital School of Nursing and of nursing education and nursing interests as a whole, the Alumnae Association includes among its activities the provision of scholarships and loans to graduate nurses.

**M. S. N. A.**

Students may attend the weekly sports night usually sponsored by the school or by the Manitoba Student Nurses Association. The facilities of the school are available to all student nurses, e.g., tennis courts, swimming pool.

**Traditional W. G. H. Activities.**

August Big Sister-Little Sister Tea.

October Halloween Dance sponsored by the Intermediate Class.

December—Christmas Dance sponsored by the Student Council.

Christmas Day—Early church service. Give Child Carols for patients.

Christmas Dinner and Party.

December Capping Ceremony and Reception.

Big Sister-Little Sister Tea.

February—Valentine's Dance sponsored by M. S. N. A.

March St. Patrick's Dance sponsored by the Junior Class.

May Capping Ceremony and Reception.

Annual Glee Club Concert.

Graduation Dance sponsored by the Intermediate Class.

Baccalaureate Service.

Graduation Exercises followed by Reception in the Residence.

Mothers' Tea.

Alumni Dinner.

July Summer Dance.

**POINTS OF INTEREST:****Churches**

Ellis Chapel—Located on Portage and Spence—Inter-denominational.

First Lutheran—Located on Victor close to Ellis—Lutheran denomination.

**Knox Church**—Located at Qu'Appelle and Edmonton—United denomination.

**St. Matthews Church**—Corner of St. Matthews and Maryland—Anglican denomination.

**St. Paul's Church**—Situated on Notre Dame and Pearl, a few minutes walk from the Residence—United denomination.

**St. Edward's Church**—Arlington Street, one block south of Notre Dame—Roman Catholic denomination.

### **Parks:**

**Ashlbourne Park**—Easily accessible by taking a Portage streetcar to Deer Lodge, and walking across the footbridge. Boasts a fine flower conservatory, zoo, pavilion, grass tennis courts and acres of green fields where many a cricket match is played.

**Kildonan Park**—At the end of the North Main car-line. Is Winnipeg's oldest and most naturally preserved park.

**Victor Park**—Located at the corner of Notre Dame and Victor. A few minutes walk from the Residence.

**W.G.H. Park**—Small, very pretty park between William and Bannatyne, directly across from the Hospital. Students may go in full uniform.

### **Libraries:**

**Public Libraries:** William Avenue between Dagmar and Kileo; Cornish on Westgate.

**City Health Library**—Corner of Sherbrooke and Portage.

**Provincial Health Library**—Parliament Buildings on Broadway.

### **Theatres:**

**Capitol, Gaiety, Lyceum, Garrick, and Metropolitan**—Situated right on Portage or close to Portage Avenue.

**Wonderland**—Located close to corner of Sargent and Sherbrooke—inexpensive, close to home and very popular.

**Auditorium**—Corner of Main and Vaughan Street. Winnipeg's largest concert auditorium. Home of the Celebrity Concert artists in the winter, Manitoba Musical Festival in the spring and dances during the summer months. Possesses an art gallery which is open to the public.

**Parliament Buildings**—Corner of Osborne and Broadway. Beautiful grounds. Interesting to observe the seat of provincial government.

### **Sports:**

Ice skating at the outdoor rink, the Sherburne, or have fun at the Amphitheatre. It is the home of local hockey matches and the famous Curlers' Bonspiel. Rollerskating is very popular at the Winnipeg, situated just a stone's throw from Portage Avenue on Furby Street. Also at the roller rink at the Auditorium.

Tennis is lots of fun at the courts between the Hospital and the Nurses Residence.

Swimming at the outdoor pool at Sargent Park. A good indoor pool at the Sherbrooke Baths and also the Y.W.C.A. Available any time—our W.G.H. pool. Basketball with gym weekly is inexpensive and good exercise at the Students Sport Night. Reasonable rates at the Y.W.C.A. with swimming added.

**Osborne Stadium**—Corner of Whitehall and Osborne—the home of League Rugby and Baseball games also Track and Field Meets.

### **Banks:**

**Dominion**—Convenient branch located on the corner of Sherbrooke and Notre Dame.

**Royal**—Convenient branch located on the corner of Sherbrooke and William.

Students may go to either branch in full uniform.

### **Department Stores:**

T. Eaton Company on Portage Avenue.

Hudson's Bay Company on Portage Avenue.

Both stores are easy to reach by transferring from the Notre Dame or Sherbrooke buses respectively.



